

**Prior Approval Checklist**  
**Department of Personnel & Administration**  
**Division of Human Resources**

This checklist is a guide for all human resource and contract administrators, fiscal officers, purchasing agents, and other state employees who are responsible for acquiring services, commodities (goods) and real estate on behalf of the State. Prior to purchasing **any** service, the appropriate state agency (including your own) needs to be contacted to determine if it can provide the service for your agency. If your needs cannot be met, your agency will be granted permission to outsource the services. Your agency is responsible for requesting a **current waiver letter** and placing it in your files. It may not be necessary to obtain a waiver letter for commodities and/or real estate. However, when your agency receives approval to procure commodities and real estate, you will be instructed on other requirements. Some agreements may require multiple prior approvals.

**To obtain waivers for any Division of Central Services products, please click here.**

FOR	REGION	TYPE OF SERVICE	APPROVAL REQUIRED FROM
Services	Statewide	All Personal Services Contracts require review	DPA, Division of Human Resources –contact Joi Simpson at (303) 866-5496
Services	Statewide	Collection Services	DPA, Division of Finance and Procurement – contact <a href="mailto:Verneeda.White@state.co.us">Verneeda.White@state.co.us</a> or (303) 866-6560
Services	Statewide	Communication Services (Telecom)	DPA, Division of Information Technologies - contact <a href="mailto:Paul.Nelson@state.co.us">Paul.Nelson@state.co.us</a> or (303) 866-2341
Services	Statewide	Data Entry Services	DPA, Division of Central Services – contact <a href="mailto:Cindy.Nardini@state.co.us">Cindy.Nardini@state.co.us</a> or (719) 545-5294
Services	Denver Metro	Graphic Design Services	DPA, Division of Central Services – contact IDF Customer Service Rep at (303) 866-3874
Services	Denver Metro	Imaging, Microfilm & Microfiche	DPA, Division of Central Services – contact <a href="mailto:John.Alonzo@state.co.us">John.Alonzo@state.co.us</a> or (303) 866-5320
Services	Denver Metro	Mail	DPA, Division of Central Services – contact IDF Customer Service Rep. at (303) 866-3886
Services	Statewide	Training Services	DPA, Division of Human Resources, Professional Development Center – contact <a href="mailto:Susana.Villescas@state.co.us">Susana.Villescas@state.co.us</a> or (303) 866-4253
Services	Denver Metro	Printing & Photocopying Services	DPA, Division of Central Services – contact IDF Customer Service Rep at (303) 866-3874
Services	Statewide	Legal Services	Department of Law – contact Alan Gilbert at (303) 866-3052
Services	Statewide	Moving Services, Flags & Signs	Department of Corrections, Juniper Valley Products, (303) 321-2200
Goods	Statewide	Communication Equipment	DPA, Division of Information Technologies - (303) 239-4313
Goods	Statewide	Computer Systems	Contact the Governor’s Office/ Office of Technology & Innovation - (303) 866-6388

Goods	Statewide	Office Furniture	Department of Corrections, Juniper Valley Products – (303) 321-2200
Goods	Denver Metro	Photocopiers	DPA, Division of Central Services – contact IDF Customer Service Rep (303) 866-3874
Goods	Statewide	Vehicles (Passenger & Freight) - ¾ ton and under - 1 ton vans	DPA, Division of Central Services, (Fleet Mgt) – contact <a href="mailto:Larry.Wegrzyn@state.co.us">Larry.Wegrzyn@state.co.us</a> or (303) 866-5222
Real Estate	Statewide	Leasing, purchasing, selling, rights-of-way and easements (for state owned and leased facilities)	DPA, Real Estate Programs –contact (303) 866-4759 or <a href="http://www.colorado.gov/dpa/dfp/sbrep">www.colorado.gov/dpa/dfp/sbrep</a>
Construction	Statewide	Capital Construction & controlled maintenance	DPA, State Buildings -contact (303) 866-6141, <a href="http://www.colorado.gov/dpa/dfp/sbrep">www.colorado.gov/dpa/dfp/sbrep</a> or <a href="mailto:carol.lieber@state.co.us">carol.lieber@state.co.us</a> or (303) 866-3158

DPA = Department of Personnel & Administration

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